

FAIRFAX COUNTY PARK AUTHORITY PICNIC PERMIT APPLICATION

Park Requested: _____ Date(s) Requested: _____

Specific Area(s) Requested _____ Time In: _____ Time Out: _____

Description of Event: _____ Number of Participants: _____ Additional Requests _____

☐ Group Name: _____

☐ Group Address: _____

Telephone: (h) _____ (w) _____ (cell) _____ (fax) _____

☐ Group Representative's Name: _____

☐ Group Representative's Address: _____

Telephone: (h) _____ (w) _____ (cell) _____ (fax) _____

****Picnic Permit will be mailed along with the payment receipt. Please check the name & address box ☐ where you wish to have the permit mailed.***

Group is responsible for adhering to all Park Authority policies, rules, and regulations. Please read carefully and completely the following questions and rules pertaining to picnic rentals.

Yes No Will you be using a caterer, clown, magician, micro phone, mega phone for announcements or acoustic music? **Moon Bounce, Inflatable's, Dunk Tank, Carnival Rides, Pony Rides, Petting Zoos, DJs, and Bands are NOT ALLOWED with a picnic reservation.**

Yes No Will you need to reserve an amphitheater? Amphitheaters are located at Burke Lake, Ellanor C Lawrence, Lee District and Mason District.

Yes No Will you need to reserve a volleyball court? Volleyball courts are located at Burke Lake, Lake Accotink, and Lee District. The fee is \$10 an hour when you have reserved a picnic area. The fee is \$15 an hour with no picnic reservation. **Rental Time: From: _____ To: _____**

Yes No Will you need to rent a Sports Equipment Bag? Sports Equipment Bags are available at Brookfield Park, Burke Lake, Frying Pan, Lake Accotink, Lake Fairfax, Lee District, and Riverbend Park. The rental fee is \$25.

Yes No Will you use the Park Authority property and or facilities for the purpose of, or resulting in, generating revenue or raising funds? Such activities are subject to paying the Park Authority a fee of \$50 or 15% of the gross receipts (which ever is greater).

Yes No Will your group need to post signs for your event? Signage may not be nailed, stapled, etc. to trees, signs, or buildings.

A Picnic Permit will be issued to one adult who will become the group representative thru the entire event. All contact between the group and park staff shall be handled by the group representative.

Alcoholic beverages are prohibited.

Picnic reservations do not include reserved parking, ball fields, or other park amenities. To reserve a ball field please call 703-324-5533

A Damage/Clean-Up fee may be collected if the reservable site is damaged or left unclean.

Entrance fees for Non-County Residents apply at Burke Lake Park on weekends and holidays from the beginning of April through the end of October. Entrance fees for County and Non-County Residents apply at Burke Lake, Lake Accotink, Lake Fairfax, and Riverbend from the beginning of July through the end of October.

For any cancellations, with a minimum of 10 working days notice shall be granted a refund, less a \$25 cancellation fee. **No cancellations will be granted within 10 days of your rental.**

The change fee will be \$25 for all reservation changes. There is no charge for changes made more than 30 working days in advance of the rental date. **No changes will be allowed within 10 days of your rental.**

For inclement weather, you will be granted a refund for **uncovered picnic areas only!** Cancellations due to inclement weather call 703-324-8745 the day of the event and leave a message.

PICNIC SHELTER, CANOPY, AND GAZEBO RESERVATIONS ARE NOT REFUNDABLE DUE TO INCLEMENT WEATHER.

The user hereby agrees to indemnify and hold harmless Fairfax County Park Authority: their officers, agents, all employees, and volunteers, from any and all claims for bodily injury, and personal injury and/ or property damage including costs of investigation, all expenses of litigation including reasonable attorney fees, and the costs of appeals arising out of any claims or suits which result from errors, omissions, or negligent acts of the user, his agents or employees.

Payment in full must be received with the picnic application to receive a Picnic Permit. No reservation is considered valid until a Picnic Permit has been issued. Event plans should not be finalized until you receive the picnic permit. Once we receive your application and payment a permit will be mailed and should be received in 5-7 working days.

Reservation Fee: _____ Total Amount Due _____

Payment Method: MasterCard Visa Check (check # _____) Money Order Cash

Credit Card#: _____ Exp Date: _____

Signature: _____ Check Enclosed: \$ _____ Made Payable to FCPA

Group Representative Signature: _____ Date: _____

**Please return completed application and payment to:
Mail to: FCPA Park Services Division-Picnic Coordinator
12055 Government Center Parkway, Suite 927, Fairfax, Va. 22035
Fax Number: 703-653-1333
Picnic Reservation Telephone: 703-324-8732, Monday Friday 8:00am-4:30pm**

For information regarding access for disabilities, call 703-324-8563 (Voice) or 703-324-3988 (TDD)
Pncprmt.doc Revised 3/26/09